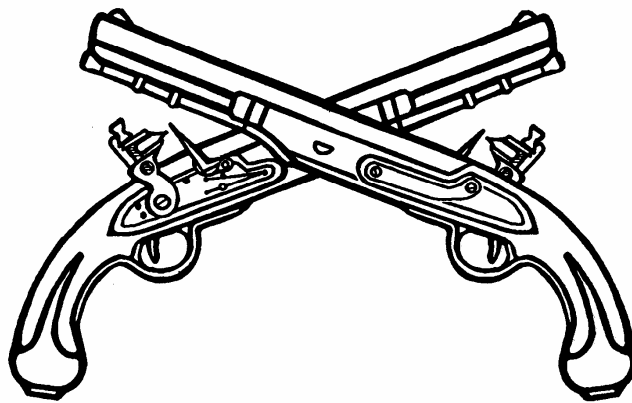


# MILITARY POLICE OPERATIONS AND TRAFFIC ENFORCEMENT

# MP



SETS THE STANDARD FOR EXCELLENCE

THE ARMY INSTITUTE FOR PROFESSIONAL DEVELOPMENT  
ARMY CORRESPONDENCE COURSE PROGRAM

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# MILITARY POLICE OPERATIONS AND TRAFFIC ENFORCEMENT

Subcourse Number MP2000

EDITION C

5 Credit Hours

Edition Date: March 1995

## SUBCOURSE OVERVIEW

We designed this subcourse to teach you the knowledge and skills required to analyze crime data, plan efficient patrol operations, and plan effective employment of traffic control personnel.

There are no prerequisites for this subcourse.

This subcourse reflects the doctrine which was current at the time it was prepared. In your own work situation, always refer to the latest official publications.

Unless otherwise stated, the masculine gender of singular pronouns is used to refer to both men and women.

## TERMINAL LEARNING OBJECTIVE

**ACTION:** You will plan for and effectively employ personnel in traffic control.

**CONDITION:** You will have this subcourse, paper and pencil.

**STANDARD:** To demonstrate competency of this task you must achieve a score of 70 percent on the final subcourse examination.

## TABLE OF CONTENTS

Section	Page
Subcourse Overview.....	i
Lesson 1: Prepare a Patrol Distribution Plan.....	1-1
Practice Exercise .....	1-18
Answer Key and Feedback .....	1-20
Lesson 2: Plan the Employment of Traffic Law Enforcement Assets .....	2-1
Part A: Analyze Traffic Accident and Citation Data .....	2-1
Part B: Plan the Patrol Areas for the Traffic Enforcement Section .....	2-13
Practice Exercise .....	2-16
Answer Key and Feedback .....	2-18
Lesson 3: Establish Emergency Traffic Control Procedures. ....	3-1
Part A: Identify the Personnel and Agencies that Play a Role in Traffic Investigations .....	3-1
Part B: Manage the Scene of a Traffic Emergency .....	3-3
Practice Exercise .....	3-6
Answer Key and Feedback .....	3-8
Appendix: Publication Extracts .....	A-1

AR 190-45 Military Police Law Enforcement Reporting, September 1988

Use the above publication extract to take this subcourse. At the time we wrote this subcourse, this was the current publication. In your own work situation, always refer to the latest publication.

## LESSON 1

### PREPARE A PATROL DISTRIBUTION PLAN

Critical Task: 01-3757.00-7004

#### OVERVIEW

##### LESSON DESCRIPTION:

In this lesson you will learn to prepare a patrol distribution plan.

##### TERMINAL LEARNING OBJECTIVE:

**ACTION:** Prepare a patrol distribution plan.

**CONDITION:** You will have this subcourse, paper and pencil.

**STANDARD:** To demonstrate competency on this task you must achieve a minimum score of 70 percent on the final subcourse examination.

**REFERENCES:** The material contained in this lesson was derived from the following publications: DA Pam 190-31 and FM 19-10.

#### INTRODUCTION

Military police represent the most valuable resource a provost marshal has available. Usually you do not have the money or manpower to do every job. As you know from work, selective enforcement means applying your enforcement efforts when and where they are most needed. Do not put all of your personnel and weapons in one place. You want to spread them out proportionately where the crime is. You must plan the distribution of your resources.

##### 1. General.

Crime does not occur evenly over the course of a week or a day. It is necessary to analyze the need for police service and match the need to the military police available. This helps equalize the workload. Unequal workloads can adversely affect morale. For instance, one unit may spend the entire shift responding to calls and completing reports while another has little to do.

a. An objective of patrol distribution is to minimize response time. Patrol areas should be equal to others in response time. The larger and more diverse the area, the more difficult it is to equalize patrol areas.

b. For efficient operations, a patrol should be able to cover an assigned route in less than an hour. If additional enforcement is required, shorten the route or assign additional patrols to the area. An adjacent patrol may be assigned to overlap the route.

c. Geography also affects distribution planning. Railroads, bridges, and rivers must be considered. No one should be denied protection. You should consider the varying numbers of patrol units available for duty and adjust the patrol area responsibilities accordingly.

d. Equipment for Patrols

You must determine the equipment requirements for patrols. The types of equipment are--

- o Appropriate sidearm for personnel and situation.
- o Law enforcement equipment such as hand irons and police clubs.
- o Communication equipment.
- o Emergency equipment.
- o Specialized equipment such as cameras, special weapons, and night vision devices.

e. Methods of Patrolling

The following are types of patrols available and how they are used in a patrol distribution plan.

(1) Fixed/static patrols. These patrols are used--

- o To maintain visitor and vehicle control.
- o To provide information and assistance.
- o To provide for control and surveillance at special events.
- o To provide traffic control at dangerous intersections.

(2) Foot patrols. These patrols provide--

- o Intensive enforcement for high crime areas.
- o Closer inspection of limited visibility areas.
- o Increased community relations impact.

(3) Aviation patrols. These patrols are used for--

- o Crime prevention.
- o Apprehension of offenders.
- o Traffic control.
- o Rapid response to medical emergencies.
- o Wildlife protection.
- o Search and rescue missions.

(4) Vehicle patrols.

Boat patrols, horse patrols, and snowmobile patrols all have unique advantages and disadvantages. Whether or not to use these patrols depends on the requirements of the mission.

2. Patrol Distribution Policy Decisions.

Policies addressing problem areas will help adequately distribute patrol force coverage. Policies must be adapted to the needs of your installation and should include--

- o Which services can be handled by telephone and which require dispatching a unit to the scene.
- o Which calls-for-service will be referred to more appropriate sources such as community service or the unit commander.
- o Whether or not patrol personnel will also handle crime investigations.
- o Whether or not patrol vehicles will become involved in traffic control.
- o What building security functions will be performed.
- o What the reporting responsibilities of patrol personnel will be. This includes what details will appear in the reports and who will review and type them.
- o If the reports are to be written at the scene or in the station.

Remember that not every call is an emergency call. Only about 3 percent require an emergency response. The supervisor should not have a patrol area, he or she should be supervising the patrols.

3. Patrol Distribution.

Knowing what resources are available to you is an essential element in planning your patrol operations. A table of distribution and allowance (TDA) or a table of organization and equipment (TOE) will tell you what resources you have available. These tables prescribe the personnel and equipment authorized for a military unit.

You will have to determine what personnel are actually assigned. You may need to deduct people who perform other specific tasks such as investigations, or traffic control. There may be rules regarding assignment of nonmilitary personnel to patrol activities. There may also be limits on their work hours.

a. Statistical Analysis

(1) One of the first steps in planning patrol distribution is to analyze the enforcement data that you have extracted from your reports and records. This Extraction of data is important. Analysis is a continuing process, not a one time procedure. The resulting information may be extremely valuable in projecting the future and current police needs.

Data is collected by the provost marshal's office and includes complaints and calls-for-service. Then analyze this data to give you the locations and times of incidents and other information.

The chart in Figure 1-1 shows a basic method for organizing summary data.

The chart in Figure 1-1 represents the total number of complaints received per month for a period of one year. Note the change in complaint levels from month to month. August shows a high of 251 whereas January shows only 124 incidents. The monthly average is 167.17 which is determined by dividing the yearly total of offenses by 12. You might make a conservative prediction that the next January offenses would be in the 124-251 range. However, you must take into consideration any changes in the total picture that might affect the rate of offenses. For example, unit transfers or increased troop strengths would probably cause changes in the rate of offenses.

MONTH	TOTAL 2,006	PERCENTAGE	RANK
JANUARY	124 LOWEST	6.2	12
FEBRUARY	143	7.1	10
MARCH	157	7.8	6
APRIL	147	7.3	8
MAY	138	6.9	11
JUNE	178	8.9	4
JULY	210	10.5	2
AUGUST	251 HIGHEST	12.5	1
SEPTEMBER	186	9.3	3
OCTOBER	177	8.8	5
NOVEMBER	150	7.5	7
DECEMBER	145	7.2	9

AVERAGE NUMBER OF OFFENSES REPORTED PER MONTH....167.17  
AVERAGE NUMBER OF OFFENSES REPORTED PER DAY.....5.67

Figure 1-1. Annual Complaint Summary by Month.

(2) The next step is to determine how the offenses varied by day of the week and hour of the day. A 7-day, 24-hour week is used in developing the chart in Figure 1-2.

From the top of the chart we see that a large percentage of crimes occur on Friday and Saturday. The pattern shows a low on Sunday of 10 percent and a

high on Saturday of 18.2 percent. Friday and Saturday accounted for 35.4 percent of all weekly offenses. The provost marshal may want to give additional weight to certain offenses such as assaults and robberies. Your patrol distribution plan must reflect the logical requests for police service in the area.

Once the high offense days of the week are known, the high offense hours of the day must be determined. Again, referring to the chart in Figure 1-2, we see that 3.1 percent of all offenses occur between 0001-0100 hours. Sixty-one offenses occurred during these hours, nine of which were on Saturday.

(3) The next step is to use the information to plan the distribution of patrols in working shifts. The shift arrangement worked by patrol personnel determines the level of their morale, job satisfaction, and effectiveness. The number of shift designs is unlimited. We will discuss shifts later in this lesson.

The two major questions of concern in distribution planning are--

- o How many work hours of patrol time are available in a 24-hour period?
- o What is the best way to distribute these hours to obtain the most effective patrol coverage?

Let's assume that the provost marshal has a 35-person staff available for patrol duty per 24-hour day; each member will work a 40-hour week (8-hour days, 5-day week). This equals 1,400 work hours of available patrol service per week.

$$35 \times 40 = 1,400$$

In the sample plan, days off, leave, holidays, will not be considered. The traditional 0001-0800; 0800-1600; and 1600-2400 hours shift will be used. Figure 1-3 is a manpower distribution table which can be used to plan the actual personnel distribution.. The supporting information comes from Figure 1-2.

Take the percentages of complaints from the top of Figure 1-3 and place them under the headings of Sunday through Saturday on Figure 1-3.

Enter the total number of personnel and work hours available at the top of Figure 1-3.



CRIME/COMPLAINT OCCURED			DAY OF THE WEEK WHEN OCCURRED						
	NUMBER	PERCENT	SUN	MON	TUES	WED	THUR	FRI	SAT
TOTAL	2006		200	231	259	301	305	345	365
PERCENTAGE		100.0	10.0	11.5	12.9	15.0	15.2	17.2	18.2
TIME									
0001-0100	61	3.1	10	5	4	8	10	15	8
0100-0200	84	4.7	7	5	7	14	18	20	23
0200-0300	43	2.1	6	3	4	10	8	7	5
0300-0400	31	1.6	3	4	4	6	2	5	7
0400-0500	37	1.8	1	3	5	7	6	7	8
0500-0600	35	1.7	3	2	4	7	8	5	8
0600-0700	45	2.2	9	7	5	4	8	2	10
0700-0800	64	3.2	7	10	10	5	8	9	15
0800-0900	86	4.3	4	20	10	9	15	18	10
0900-1000	106	5.3	9	10	15	17	18	16	20
1000-1100	56	2.8	10	8	9	8	10	5	6
1100-1200	68	3.4	10	9	7	10	15	8	9
1200-1300	70	3.5	15	9	8	15	10	7	6
1300-1400	97	4.8	16	10	15	18	17	14	5
1400-1500	92	4.6	10	8	12	20	10	15	17
1500-1600	102	5.1	5	7	16	15	16	27	14
1600-1700	113	5.6	7	9	15	20	19	30	14
1700-1800	125	6.3	10	20	17	18	19	25	18
1800-1900	103	5.1	7	17	14	12	15	18	20
1900-2000	108	5.4	5	15	20	18	13	12	25
2000-2100	132	6.6	8	14	16	20	22	21	28
2100-2200	113	5.6	12	19	14	13	10	15	30
2200-2300	125	6.2	15	10	15	18	16	20	31
2300-2400	101	5.0	8	7	9	11	15	24	27

Figure 1-2. Crimes/Complaints by Day and Time.

SHIFT	PERCENT OF OFFENSES PER SHIFT	PERSONNEL AVAILABLE	AVERAGE MAN HOURS	PERCENT OF DISTRIBUTION BY DAYS OF WEEK BY MAN HOURS						
				SUN	MON	TUE	WED	THU	FRI	SAT
TOTAL										

Figure 1-3. Patrol Manpower Distribution with 35 MPs.

Determine the shift design that is to be used and place the shift hours to the left of the Chart. In the sample, the shifts are the traditional 8-hour shifts. We will discuss shift hours more later.

From Figure 1-2, determine the percentage of complaints occurring during the shift hours and place them next to the appropriate shift in Figure 1-3. For example, 20.4 percent of all complaints occurred from 0001-0800 hours on Sunday.

Compile the remaining percentages and enter the information in the chart.

Distribute the total number of work hours of patrol service available to each shift in proportion to the percent of offenses for that shift. See the example.

20.4% occurred during the 0001-0800.

1,400 man hours available for patrol shifts.

Multiply 1,400 by 20.4 and you will obtain the number of work hours required for patrol during that shift.

$1,400 \times 20.4\% = 285.6$  work hours.

Compile the work hours required for the other shifts and enter the information.

Now round the work hours off and divide by the 40-hour week. This gives you the personnel required for the 0001-0800 shift per week.

$286/40 = 7.15$  military police.

Rounding off to a whole number, we have 7. This means the average work hours will be 280 (not 286).

7 military police times 40 hours equal 280 average work hours.

Enter these figures in the "Personnel Available" column and the "Average Work Hours" column in Figure 1-3.

The other figures for these columns are determined the same way. Use the percent of offenses for that shift as the multiplier. Complete the "personnel available" column of the above figure.

Distribute the work hours by percentage of complaints received per day of the week. To do this you multiply the percent of crime or complaints for a day (transferred from Figure 1-2) by the average work hours for each shift. Enter the result in Figure 1-3.

b. Consider the case of Sunday. It has 10.0 percent of the total crime. You have calculated that the first shift will require an average of 280 work hours per week. Therefore, 28 of your work hours will be required for the 0001-0800 shift on Sunday.

$$280 \times 10.0\% = 28 \text{ work hours.}$$

For the same shift on Monday, 32 work hours will be required.

$$280 \times 11.5\% = 32.2 \text{ (or 32 work hours).}$$

Continue this process until requirements for all days of the week for each shift have been computed and entered in the chart.

Once completed, your chart should look like Figure 1-4. The data will now be used to develop Figure 1-5, the actual personnel distribution.

In Figure 1-4, note that 28 work hours have been assigned to Sunday on the 0001-0800 shift. This converts to a requirement of 3.5 persons for that shift.

$$28 \text{ work hours} / 8 \text{ hour day} = 3.5 \text{ military police.}$$

This could be either 3 or 4 persons. We will use 3 resulting in the use of 24 work hours instead of 28.

$$3 \text{ MPs} \times 8 \text{ hours} = 24 \text{ work hours.}$$

SHIFT	PERCENT OF OFFENSES PER SHIFT	PERSONNEL AVAILABLE	AVERAGE MAN HOURS	PERCENT OF DISTRIBUTION BY DAYS OF WEEK BY MAN HOURS						
				SUN	MON	TUE	WED	THU	FRI	SAT
TOTAL	100.0	35	1400	10.0	11.5	12.9	15.0	15.2	17.2	18.2
0001-0800	20.4	7	280	28	32	36	42	43	48	51
0800-1600	33.8	12	480	48	55	62	72	73	83	87
1600-2400	45.8	16	640	64	74	83	97	97	110	116

Figure 1-4. Patrol Manpower Distribution with 35 MPs.

Four of the 28 work hours must be transferred to another day on the 0001-0800 shift or held in reserve. Work hours are not moved from shift to shift; only from day to day on the same shift.

Complete this procedure for all remaining days and shifts. Then check your calculations against Figure 1-5.

Now the number of personnel per shift on each day of the seven-day work week have been determined. There are still hours unassigned in each shift. Thirty-three personnel have been scheduled for duty. The remaining two will be used to replace personnel on TDY, leave, or other selected operations.

SHIFT	PERCENT OF OFFENSES PER SHIFT	PERSONNEL AVAILABLE	AVAILABLE MAN HOURS	DAYS OF WEEK						
				SUN	MON	TUE	WED	THU	FRI	SAT
TOTAL	100.0	35	1400	10.0%	11.5%	12.9%	15.0%	15.2%	17.2%	18.2%
0001-0800 HOURS PERSONNEL	20.4	7	280	24 3	32 4	40 5	40 5	40 5	48 6	56 7
0800-1600 HOURS PERSONNEL	33.8	12	480	48 6	56 7	64 8	72 9	72 9	80 10	88 11
1600-2400 HOURS PERSONNEL	45.8	16	640	64 8	72 9	80 10	96 12	96 12	112 14	120 15
MP'S PER DAY				17	20	23	26	26	30	33

Figure 1-5. Actual Personnel Distribution Based on 8-Hour Increments.

### c. Patrol Area Design

Patrols usually perform enforcement activities in an assigned area during a specific period of time. Routes should be planned to provide a systematic coverage of the area according to the plan. Patrol routes should provide the maximum amount of police service using the minimum number of personnel.

A patrol should be able to cover an assigned route in less than an hour. If additional enforcement is required, shorten the route or assign additional patrols to the area. An adjacent patrol may be assigned to overlap the route.

A patrol may become proficient in a specific area by--

- o Gaining extensive knowledge of the area.
- o Developing police information.
- o Keeping incidents low.
- o Obtaining the cooperation of the community.

In such cases, you should consider continuing their assignment in that area.

### d. Patrol Area Determination

In designing patrol areas and routes and in issuing specific orders, the following should be considered:

- o The mission and specific directive to be enforced.
- o Resident and transient population centers.
- o Location, amount, and types of crime.
- o Location of crime potential areas.
- o The size of the installation and areas of population.
- o Total mileage of streets and roads to be covered.
- o Location of hazards (wells, deserted buildings, etc.).
- o Population by age, sex, resident, and dependent status.
- o Location of adjacent military and civil police patrols.
- o Location of nearest medical facility, police, and fire stations.
- o Signal communications limits and capabilities.
- o Personnel available for patrol.

There is no prescribed format for patrol orders. They may be oral or written and recorded in patrol personnel's notebooks.

### e. Patrol Types

(1) Police patrolling is often routine. Many services are performed that are not outlined in the provost marshal's SOP. This includes assisting motorists and giving information. These services account for much of a patrol unit's time. A successful patrol system must be designed with specific objectives in mind. Some of these objectives are--

- o Protection of life and property.
- o Prevention of crime.

- o Identification and apprehension of offenders.
- o Maintenance of order and discipline.

(2) The type of patrols used to meet these objectives were described previously. Which type or types are used depends upon the needs of the particular installation. The most common types are--

- o Fixed/static post.
- o Foot patrol.
- o Motor patrol.

(3) Fixed/static patrols provide surveillance over an area or building. Examples include:

- o MP manned gates.
- o Building access control guard.
- o Ammo storage of bunkertype guard posts.
- o Other static posts.

(4) Foot patrols have traditionally played an important part in law enforcement and crime prevention. However, with increasing populations and larger areas to cover, the importance of this method has declined. The advantages of foot patrols are--

- o Intensive enforcement in high crime areas.
- o Close protection of doors, loading docks, motor pools, and areas of limited visibility.
- o A significant part in community relations programs.

The nature of foot patrol work causes a number of disadvantages. The disadvantages are the--

- o Limited area of coverage.
- o Limited availability of special equipment.
- o Lack of communication with the desk sergeant.
- o Excessive response time.
- o Requirement for rapid backup by motor units.

(5) The motor vehicle has proven to be one of the best means of patrolling. It allows military police--

- o To be highly mobile.
- o To carry a variety of emergency equipment.
- o To be protected against inclement weather.
- o To remain in constant communication with the police station.

Motor patrols are assigned according to the principle of selective enforcement. That is, assignment is made to areas that do not require the intensive police action of foot patrols. To assist foot patrols, motor patrols may be assigned routes that crisscross foot patrol areas. Motor patrol personnel may dismount to check selected places.

Aviation patrols have become a valuable law enforcement tool in recent years. These patrols can be valuable for--

- o Crime prevention.
- o Apprehension of offenders.
- o Traffic control.
- o Patrolling of large, sparsely populated areas.
- o Medical emergencies.
- o Wildlife operations.
- o Search and rescue operations.

f. Patrol Strategy

(1) Patrol systems use both one and two-person patrol vehicles. The dual patrol is traditional. However, rising crime rates, personnel limitations, and increasing equipment costs have forced reconsideration of this method.

Local policies and resources will determine the number of personnel assigned to patrol vehicles. Consideration should be given to the density of crime in specific areas, costs, and skill levels. The advantages of one-person patrol vehicles are--

- o Better use of limited personnel resources.
- o Reduced size of patrol areas by using more vehicles. This gives better area coverage and reduces response times.
- o More alert vehicle personnel. They cannot depend on the protection of a partner.
- o Ease in spotting and supervising or removing inefficient personnel.

The negative aspects of one-person patrol vehicles are--

- o Maintaining and operating more vehicles will increase cost.
- o Only one police officer would be available for court-martial testimony.
- o The system is dependent upon the ready availability of backup units.
- o The techniques of patrol will change.

When deciding upon one or two-person patrols, you should consider the experience level of your personnel. It is inadvisable to assign young, inexperienced personnel to one-person patrols. Studies have shown that one-person patrols make more arrests, have fewer citizen complaints, and had other safety advantages.

(2) Day versus night patrol strategies. During daylight hours, visibility is a deterrent. Suppose you were driving down the highway at 80 mph and see an MP. What happens? Your foot automatically goes to the brake, you start to sweat, and your blood pressure goes up. Just the sight of the MP is a deterrent. During the day your patrol cars should be visible.

At night you are not deterring much by patrolling an area. Static surveillance, where the patrol sits and observes high crime areas, would be better at night. This would also be a good time for a foot patrol.

(3) Response time. How critical is response time? Out of 100 complaints that come into the police desk, studies show that 60 to 80 percent are not critical. That leaves 20 to 40 percent that require a response. Of those, only 3 to 7 percent require a critical response.

(4) Preventive patrolling. Preventive patrolling places a uniformed patrol in the right place at the right time. It has as its major feature the protection of people, not property. The primary emphasis of preventive patrolling is having uniformed patrols work areas where analysis shows many people gather at times when the likelihood of crime is greatest. Emphasis is placed on such establishments as the PX, commissary, package beverage store, hospital, banks, gas stations, etc. The type of patrol visibility required is based on each activity's vulnerability to crime.

(5) Split patrolling. The idea behind this pattern is that a patrol can be more effective if the patrol force in a given area is split into "reactive" and "proactive" patrol units. This typically means that reactive units will have the responsibility of answering all service calls, while proactive units have the responsibility of prevention patrol.

(6) Canine units. Dogs are valuable in clearing unsecured buildings, in handling crowds, and for many other patrol duties. Dog patrols will be discussed in a separate lesson.

(7) Off-post patrols. There may be occasions where patrols operate off-post. Off-post enforcement operations may include town patrols and Armed Forces Police Detachments. Commanders should authorize only those off-post activities necessary to ensure good order and discipline among military personnel. The advantages of off-post patrols include the following:

- o Military personnel requiring assistance can be speedily aided. Unfavorable incidents and confrontations between military personnel and civilian authorities will be reduced.

- o Gathering information on undesirable or illegal places, conditions, and activities helps in taking corrective action.

- o Helps to further effective liaison with civil police and judicial authorities.

- o Absentees and deserters are apprehended and returned to military control.

- o Enhances public relations through the professional bearing of the military police. Military police may offer assistance such as aiding stranded motorists or furnishing directions.

Disadvantages of off-post activities include the following:

- o Town patrols reduce the number of military police available for duty on the post.



- o Individual MPs may take action or assist a civilian officer in such a way to violate the Posse Comitatus Act.

- o MP effectiveness is limited when military personnel wear civilian clothes.
- o Improper attitudes and actions by MPs may damage community relations.
- o Town patrols add additional expenses such as fuel and vehicle wear.

g. Shift Design

The shift pattern should be responsive to military police operations. MP assets must be available when needed. Squad and platoon integrity should be maintained under the same supervisory personnel. Patrol personnel should be fully used. Nonoperational tasks such as painting, unit training, and maintenance are time consuming. Unless properly distributed, these tasks can overwork personnel.

To illustrate the various shift designs we will use a continental United States (CONUS) post MP platoon. There are 40 persons including supervisory personnel. They are available for shift work, working 40 hours per week. Excluding supervisors, the following requirements have been established:

- o Seven MPs - midnight shift (0001-0800).
- o Twelve MPs - day shift (0800-1600).
- o Sixteen MPs - evening shift (1600-2400).

At 100 percent strength, the unit may be organized into four squads of ten MPs each. The normal shift is nine days on and three days off. See Figure 1-6. On this shift, personnel work 42 hours a seven-day week. This excludes any nonoperational duties such as maintenance. Rotation occurs every three days.

This shift is turbulent because frequent rotations produce fatigue, rearrange sleeping and eating schedules, and change duty rosters.

The six day-on and two day-off shift shown in Figure 1-7 has the advantage of offering personnel six days on the same shift with a two day break. Desirable features are--

- o Stabilized schedules.
- o More normal working patterns.
- o Allows operations sergeant to plan for long-range operations.

DAY	M	T	W	T	F	S	S	M	T	W	T	F	S	S
DATE	1	2	3	4	5	6	7	8	9	10	11	12	13	14
SQUAD #1														
SQUAD #2														
SQUAD #3														
SQUAD #4														

NOTE: EACH DAY IS DIVIDED INTO THREE SHIFTS.  
FOR ILLUSTRATIVE PURPOSES A TWO WEEK  
SCHEDULE IS DEPICTED.




KEY: MIDNIGHT SHIFT   
DAY SHIFT   
SWING SHIFT 

Figure 1-6. Nine and Three Shift.

DAY	M	T	W	T	F	S	S	M	T	W	T	F	S	S
DATE	1	2	3	4	5	6	7	8	9	10	11	12	13	14
SQUAD #1														
SQUAD #2														
SQUAD #3														
SQUAD #4														

NOTE: EACH DAY IS DIVIDED INTO THREE SHIFTS.  
FOR ILLUSTRATIVE PURPOSES A TWO WEEK  
SCHEDULE IS DEPICTED.




KEY: MIDNIGHT SHIFT   
DAY SHIFT   
SWING SHIFT 

Figure 1-7. Six and Two Shift.

Another arrangement is the twelve-and-twenty-four shifts. See Figure 1-8.

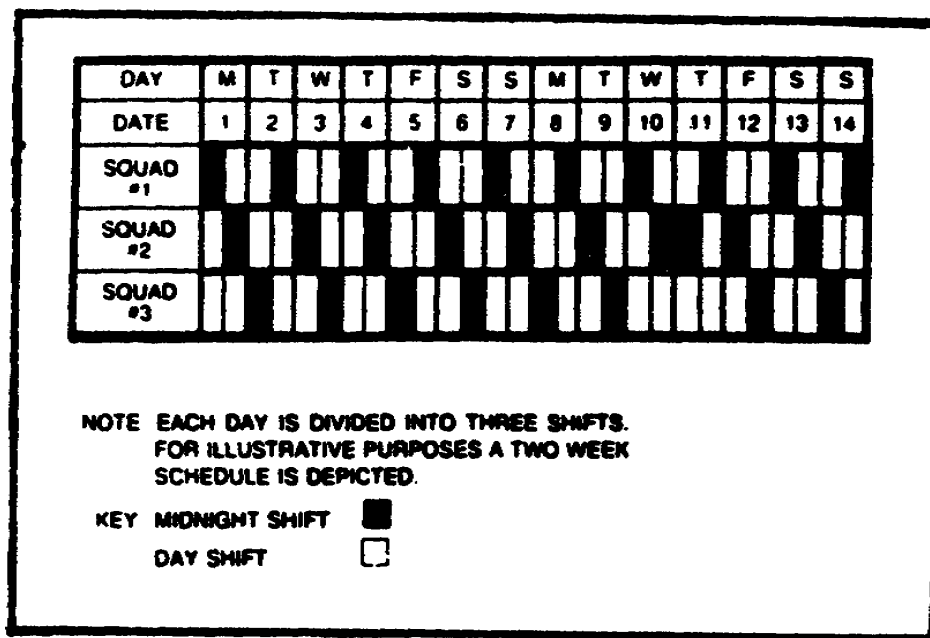


Figure 1-8. Twelve and Twenty-Four Shift.

In this case, three shifts work 12 hours-on and 24 hours-off. This shift allows for an equitable rotation of working hours; however, the 12-hour shift does increase fatigue.

Occasionally, it is necessary to increase the number of patrols for special events, operations, or selective enforcement. If the on-duty squad cannot meet the added commitments, it must be augmented.

- o On-duty hours for regularly scheduled shifts can be increased so they will overlap. This can double the number of patrols during the troublesome periods.

- o An extra shift can be formed to overlap two regular shifts. This shift can be whatever size the provost marshal feels is necessary.

- h. Other Patrol Considerations At the beginning of this lesson we listed the equipment that might be available at your installation. In addition, you need back up weapons available at the MP desk.

Your communications need to be multichannel and should interface with CID, local, and state police.

- i. Summary

In this part you have been introduced to patrol distribution planning. You know that the objective of patrol distribution is the dispensing of patrols when and where they are needed.

By analyzing the data from past events, crime rates, and personnel and equipment needs, you can determine where to best place patrol personnel. Distribution also equalizes the workload among patrol units.

You look for patterns in criminal activity to plan patrols. This gives you a means of predicting your patrol needs as well as a means of planning leave schedules and unit training.

We discussed the proportionality principle which means distributing your resources proportionally by need. You learned how to determine the percentage of offenses per shift per week and to determine the average work hours needed per shift per week. The percentage of crime for a given day is used to determine the number of work hours needed for each shift of the day.

We also discussed the types of patrols and their advantages and disadvantages. You were introduced to shift planning, equipment needs, and other factors which influence patrol planning.

The individual military policeman is our most valuable resource when it comes to planning patrol operations. Effectively applying the principle of selective enforcement will help ensure mission accomplishment. Selective enforcement will also conserve the time and energy of our military police.

## LESSON 1

### PRACTICE EXERCISE

#### Introduction

This practice exercise is designed to allow you to test your understanding of the material presented prior to taking the examination. After completing the questions of the practice exercise, go to the practice exercise feedback section that follows to evaluate your performance. On those questions that you have answered wrong, go back and review the applicable material.

#### General Situation

You are assigned as the provost marshal operations officer. Part of your duties is the supervision of the crime prevention program for this installation. The crime prevention program is used in conjunction with the selective enforcement program presently in use in this unit. This installation is currently experiencing a crime rate of 25 per thousand assigned personnel. Of this figure 43 percent of the crime involves government property, 25 percent involves personal or government property and violence, while the remaining 8 percent involves violence against personnel. The highest period of crime is from Friday evening through Monday morning, primarily between the hours of midnight and 4 AM. SOPs have been established at both the installation level and the unit or activity level.

1. Using only the chart in Figure 1-2 of the text, which of the times and days listed below would be the highest time and day of crime occurrences?

- A. 2000 - 2100 Tuesday.
- B. 0001 - 0100 Thursday.
- C. 1500 - 1600 Friday.
- D. 2200 - 2300 Saturday.

2. Given the facts that 495 total crimes occurred on station last year, that 336 of those were thefts and that 65 percent of all thefts occurred during the day and involved electronic equipment. Which of the following would be a patrol strategy you might use to counteract these thefts?

- A. Fixed.
- B. Foot.
- C. Motor.

3. Using the figure below and assuming that the work week runs from Sunday to Saturday, how many hours per week would each MP work?

- A. 36.
- B. 40.
- C. 42.
- D. 44.

FOUR-AND-TEN SHIFT																
S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
4	1	1	1	$\frac{4}{1}$	4	4	4	1	1	$\frac{1}{4}$	1	4	4	4	1	
5	2	2	2	$\frac{5}{2}$	5	5	5	2	2	$\frac{2}{5}$	2	5	5	5	2	
6	3	3	3	$\frac{6}{3}$	6	6	6	3	3	$\frac{3}{6}$	3	6	6	6	3	

## LESSON 1

### PRACTICE EXERCISE

#### ANSWER KEY AND FEEDBACK

<u>Item</u>		<u>Correct Answer and Feedback</u>
1.	D.	2200 - 2300 Saturday. Figure 1-2... (page 1-6)
2.	B.	Foot. These patrols provide... (page 1-2, para e(2))
3.	B.	40. Shift design... (page 1-14, para g)

## LESSON 2

### PLAN THE EMPLOYMENT OF TRAFFIC LAW ENFORCEMENT ASSETS

Critical Tasks: 01.3765.00-5504  
01.3765.00-5500

#### OVERVIEW

##### LESSON DESCRIPTION:

In this lesson you will learn to plan the employment of traffic law enforcement assets.

##### TERMINAL LEARNING OBJECTIVE:

- ACTION:** Plan the employment of traffic law enforcement assets.
- CONDITION:** You will have this subcourse, paper and pencil.
- STANDARD:** To demonstrate competency on this task you must achieve a minimum score of 70 percent on the final subcourse evaluation.
- REFERENCES:** The material contained in this lesson was derived from the following publications:  
AR 190-5, AR 385-55, FM 19-10, and FM 19-25.

#### INTRODUCTION

Traffic law enforcement is directed toward making the road safe for all traffic and toward encouraging voluntary compliance with the traffic laws by all motorists. Military police and equipment must be placed where they are most needed and most effective. Often the mere presence of military police at a location or point can reduce violations and accidents.

#### PART A - ANALYZE TRAFFIC ACCIDENT AND CITATION DATA

##### 1. General.

Safe and efficient movement of traffic is largely dependent on effective police traffic supervision. The principal functions of a police traffic supervisor are--

- o Planning, supervising, and controlling motor vehicle traffic.
- o Publishing and enforcing traffic laws and regulations.
- o Investigating motor vehicle accidents.



The goal of a police traffic supervisor is the reduction of--

- o Traffic accidents and death.
- o Injuries and property damage.

Installation commanders are responsible for developing traffic circulation plans. These plans provide the safe and efficient use of roadways and support systems. Circulation plans should be a major consideration in all long-range master planning. Traffic circulation plans are usually developed by the installation law enforcement office. Others involved in this planning are--

- o Installation engineers.
- o The transportation officer.
- o The safety officer.
- o Highway engineers representing adjacent civilian communities.

## 2. Information Collection.

The foundation of any law enforcement effort is knowledge of past events. Collected data about past events is organized and processed into useful information. This facilitates the planning of present and future enforcement needs. We have discussed analyzing data from files in the previous lesson. This lesson covers how to analyze data from traffic studies.

a. Traffic studies are one of the tools available for traffic law enforcement planning. Traffic studies are designed to obtain information on traffic problems and usage patterns for your installation. These studies assist in determining--

- o Major and minor routes.
- o Location of traffic-control devices.
- o Conditions requiring engineering services.
- o Conditions requiring enforcement services.

b. Traffic studies are required when changes occur in conditions. These might include major changes in mission or relocation of units. They also include minor changes such as new secondary roads or new buildings with increased parking problems. The type of change will determine the nature and depth of the study. When planning your traffic studies, consider the following:

- o The public should be informed of the study and its purpose, especially if it affects their day-to-day routine.
- o An operating station is used in traffic studies. A station consists of one or two MPs who collect data.
  - Check the stations a minimum of five minutes each hour.
  - Provide a supervisor for each two to eight stations.
  - Provide a coordinator for the overall study.

- o Each station needs two means of communication to notify the supervisor of problems or emergencies. One of the two should be a telephone.

- o Valuable tools for analyzing traffic studies include photographic and video techniques. Still, aerial, and motion pictures are effective in showing before and after views.

c. The purpose of making a traffic study is to find the answers to problems. When you analyze the results you must guard against oversimplifying or looking for an easy answer. One of the most common mistakes is not evaluating or exploring all the available information. When evaluating the data, take into account the following factors:

- o Long-term trends may not be affected by short-term changes.

- o Fluctuations in a long-term trend may be caused by the economy or by short-term changes.

- o Seasonal changes affect the volume and speed of traffic and the number and types of accidents during certain times of day or certain months.

- o Chance variations may cause misinterpretations during short studies.

Do not make the following mistakes in reasoning when analyzing data:

- o Do not make unjustified assumptions concerning cause and effect. Just because A follows B does not mean B caused A.

- o Do not make generalizations based on averages. Averages are useful in stating typical cases. For instance, icy roads may cause only 2 percent of total accidents in a year, but on icy days they cause 100 percent.

- o Do not use false accuracy. When averaging two figures and one is accurate and one is not, results will be inaccurate.

d. Traffic studies are used to ensure the installation traffic control plan is adequate. It must provide for the safe and efficient movement of traffic. Traffic movement is a consideration in the installation's master plan.

e. These studies are also used to plan selective enforcement techniques. As we discussed in Lesson 1, this means placing enforcement personnel where they are most needed. You may be responsible for supervising the preparation of traffic studies. Types of traffic studies include:

- o Traffic-control devices.

- o Observance of traffic signals.

- o Origin-destination.

- o Vehicle occupancy.

- o Speed.

- o Speed-delay.

- o Motor vehicle volume.

- o Roadway capacity.

- o Accident records.

### (1) Traffic Control Device Studies

These studies ensure that traffic devices are adequate and are placed where needed. Three types of control devices may be studied separately or in combination. The three types of control devices are signs, power operated signals, and pavement markings.

All of these devices are used to regulate, warn, or guide traffic. You should study these devices to evaluate conditions and locations and to determine if the intended message is adequate. This study can also help in inventory operations.

The Manual On Uniform Traffic Control Devices sets forth the basic principles that govern the design and use of traffic-control devices. After your initial study, make weekly or monthly checks based on checking specific geographic areas or using daily patrol reports.

### (2) Traffic Signal Observance Studies

These studies are made to check driver observance of traffic control signals at intersections. The studies can be used to determine the need for--

- o Selective enforcement.
- o Education.
- o Re-timing of devices.
- o Other physical changes.

### (3) Origin-Destination Studies

These studies are used to determine travel patterns during a typical day. They are useful in long-range traffic planning, especially when substantial changes in installation mission or strength is anticipated. These studies analyze trips. Trips are defined as one-way movement from where a person starts (origin) to where the person is going (destination). Trips are classified as follows:

- o Internal - From one point to another on post.
- o External - From on-post to off-post or vice versa.
- o Through - From off-post to off-post, going through the installation.

### (4) Vehicle Occupancy Studies

These studies are used to determine the number of occupants in a vehicle passing a given location or entering or exiting a particular road. These studies can be used in conjunction with volume studies.

### (5) Speed Studies

Speed studies are used to determine--

- o Whether speed limits are too fast or too slow.
- o Proper speeds for new or improved roads.
- o If and where traffic-control devices are needed.
- o The relationship between speed and the number of accidents.
- o The effectiveness of speed control programs.
- o The need for change in the enforcement program.

#### (6) Speed-Delay Studies

These studies are used to determine--

- o Speed variations along a route at different times.
- o Overall speed and travel time along a route.
- o Points of congestion and insufficient road capacity.

Speed-delay studies assist in assigning priorities in traffic-control and road-construction programs.

#### (7) Motor Vehicle Volume Studies

The motor vehicle volume studies are used to obtain information on the number, direction, and variations in vehicles passing through a specific intersection or major route. These studies evaluate the effectiveness of traffic-control devices and may justify the need for--

- o Stop signs.
- o Speed zones.
- o Pavement markings.
- o MPs on traffic-control duty.

#### (8) Roadway Capacity Studies

Roadway capacity studies--

- o Determine the practical capacity of roads and streets.
- o Provide a basis for changing traffic regulations.
- o Establish priorities for street improvement.
- o Assist future planning.

Traffic density is the number of vehicles per hour passing a selected point or the number of vehicles per mile on a selected portion of road.

Traffic capacity is the maximum traffic density a road can accommodate at a given speed without delay.

#### (9) Traffic Accident Studies

The purpose of studying traffic accident records is to find ways to increase vehicle safety and to reduce the frequency of accidents.

### 3. Data on Traffic Accidents.

Traffic accident prevention programs are continuous studies of accidents, violations, vehicle registrations, and the remedial actions taken. These programs are never completed. The study of these records assists in--

- o Identifying high accident rate locations and taking corrective action.
- o Evaluating roadway design factors.
- o Planning remedial actions and selective enforcement programs.
- o Evaluating the above actions and their effectiveness. This is done through before and after comparisons.

We will discuss how the data is organized and transformed into useful information. Later, we see how the information is used. Keep in mind that the following discussion applies equally to the analysis of traffic citation data. The principles are the same.

#### a. There are six basic steps in the study of accidents at a location:

- o Obtain sufficient accident data.
- o Select high accident rate locations.
- o Prepare collision and condition diagrams.
- o Make field observations at the location.
- o Summarize facts.
- o Analyze facts and field data and recommend corrective actions.

#### b. Obtain Sufficient Accident Data

The validity of any analysis depends on the accuracy of the raw information from which it is obtained. This is particularly important when studying the causes of accidents. Accidents occur as a result of a variety of factors in complex combinations. Some of the factors are the location, time, and cause of the accident.

#### c. Select High Accident Rate Locations

One of the most significant factors, is the location of each accident: . If you know where the accidents are happening, you can apply selective enforcement of traffic laws in that area. You can also adjust your patrol areas to provide more intensive coverage.

There are two methods of storing and retrieving accident location data: by accident location file and by spot map.

The accident location file uses the location of the accident as the basis of order. A record is maintained for each intersection and for each area between intersections. Reports are then filed chronologically for each site. See Figure 2-1.

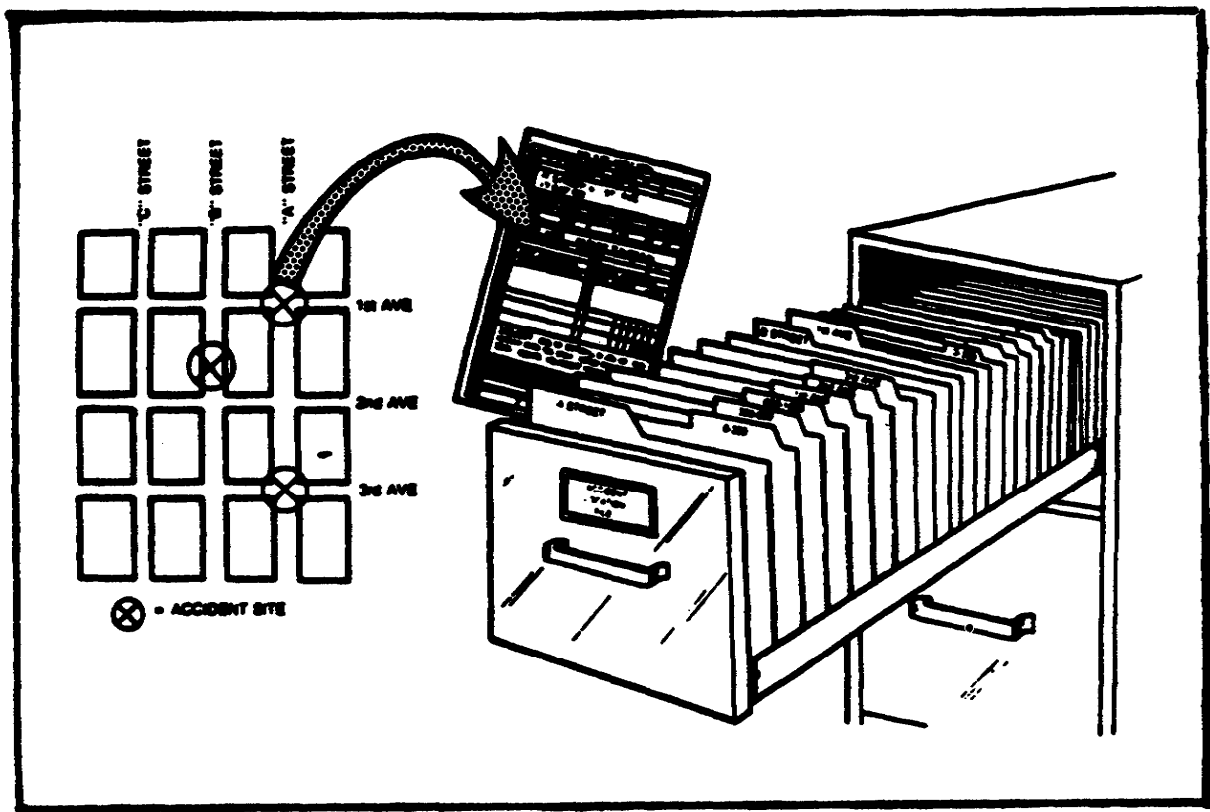


Figure 2-1. Accident Location File.

Spot maps are designed to show the complete roadnet or any specific part of the roadnet. Post accident locations on the map by using different colored map pins. The color of the pins can be used to represent different factors. Maps should be large enough to be easily visible. By reviewing these maps, high frequency accident locations can be seen.

In addition, maps made available to MPs going on patrol can act as a briefing and prevention aid. At the end of each year, maps should be photographed in color and filed for future reference and comparison with current maps.

Both of the above methods can be used. The accident file contains a complete copy of every accident report (DD Form 3946) with relevant data. The accident file can serve as the data source for preparing the spot map. The spot map shows only selected data. The accident file can serve as the data source for preparing the spot map. A sample spot map is shown in Figure 2-2.

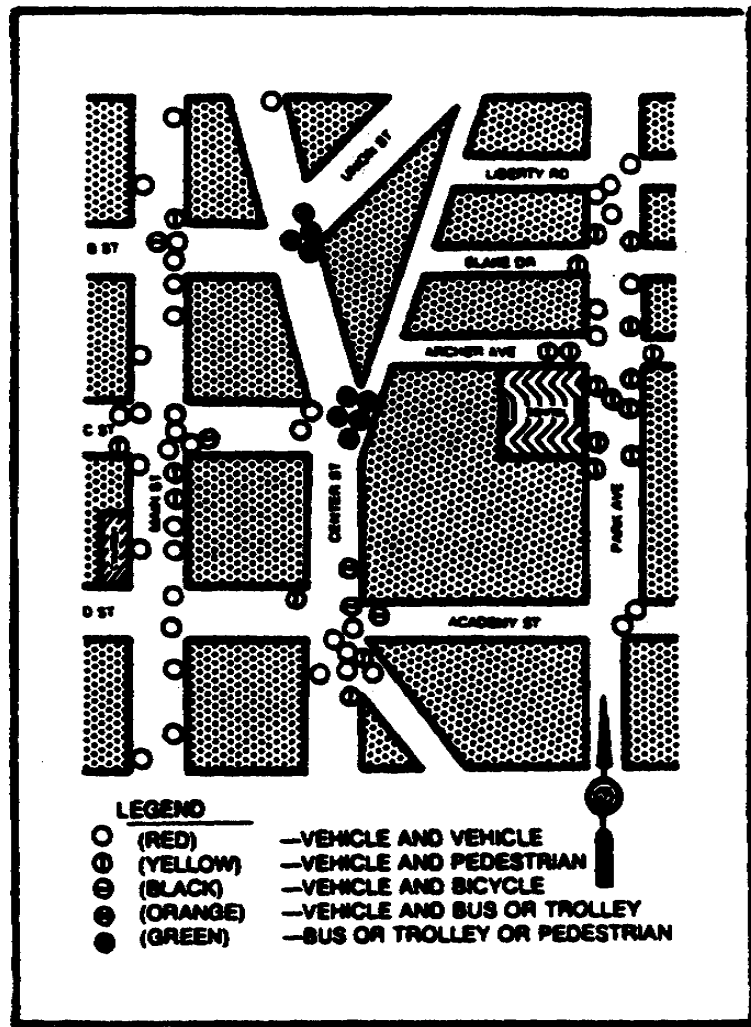


Figure 2-2. Sample Spot Map.

In addition to location, data concerning the time of an accident is significant. The time of an accident means the time of day, month, and year. If a pattern of accidents centers on a particular place at a particular time, adjustments to enforcement can reduce the accident rate at that time and place. Of course, other studies, in combination with accident reports, may suggest underlying causes that can be eliminated.

The cause of an accident is also a relevant factor. There are a number of causes that can be eliminated if they are anticipated.

Note that the sample spot map in Figure 2-2 indicates the type of accident also. The type of accident is another significant element included in any accident report.

Other elements which should be obtained when analyzing accidents include--

- o Light conditions.
- o Weather conditions.
- o Driver information such as age, sex, and driving experience.
- o Seat belt usage.
- o Command or unit.

d. Prepare Collision and Condition Diagrams

When analyzed traffic data indicates a particular location (such as a curve or an intersection) is experiencing a large number of accidents, a collision diagram should be completed. This will permit study and analysis of that location.

(1) A collision diagram consists of--

- o An outline map of the location.
- o Symbols showing the direction of movement of vehicles and pedestrians involved in accidents.
- o Stationary objects important to the accident.

Figure 2-3 is an example of a collision diagram. Each collision diagram should include--

- o A drawing of intersection.
- o Identification of the diagram.
- o Identification of the streets.
- o A plot of the accident showing the following:
  - Direction of travel.
  - Date and time of accident.
  - Road and weather conditions.
  - Unusual conditions (flood, intoxication).

Check the diagram and locate each of the above elements. Take care to ensure the diagram does not show different sets of circumstances. For example, showing an intersection before and after a stop sign has been installed.



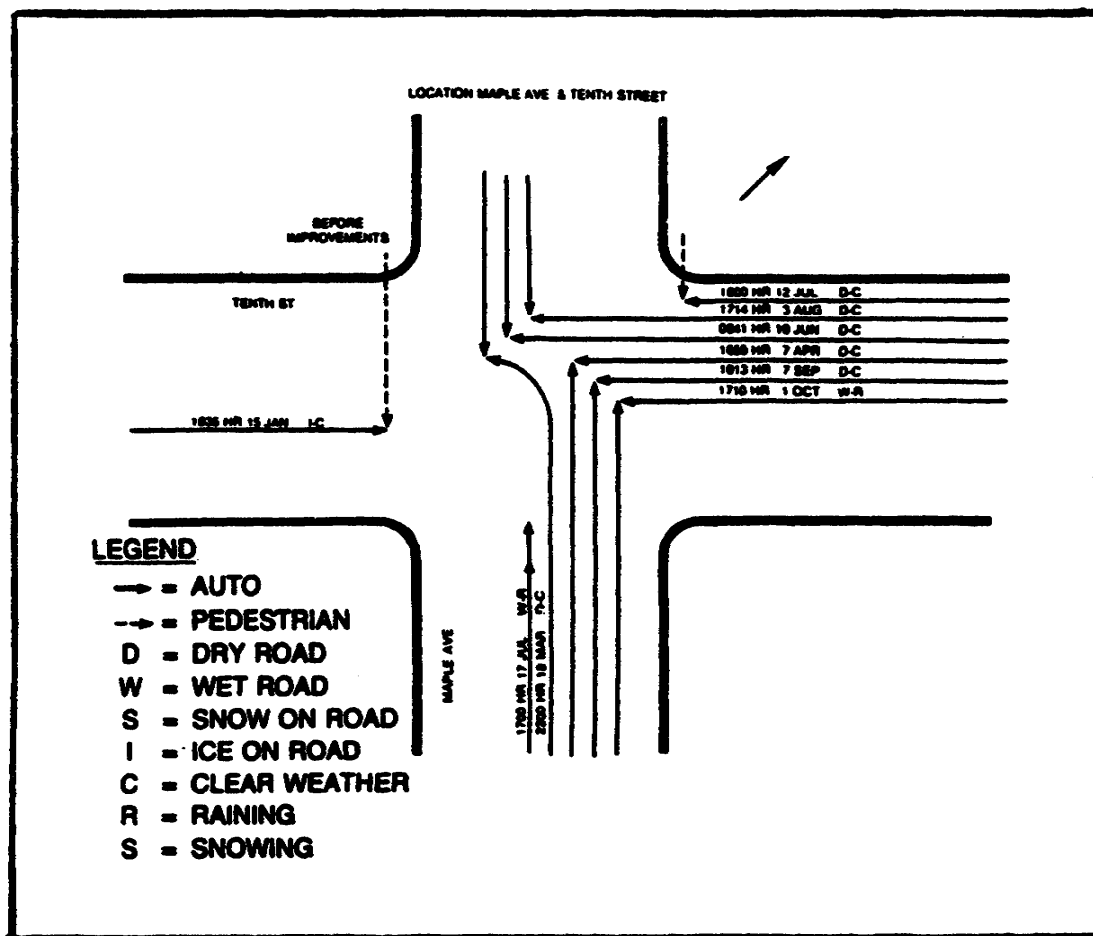


Figure 2-3. Collision Diagram.

After preparing your diagram, make a search for points of similarity. These may be--

- o All accident vehicles coming from the same direction.
- o Colliding cars coming from the same direction such as north.
- o Accident of one type, such as cars turning left.
- o Accidents occurring during one season of the year.
- o Accidents occurring at a certain time of day or during certain lighting conditions.
- o Accidents occurring under the same weather conditions.

(2) Another useful accident analysis tool is the conditions diagram. See Figure 2-4.

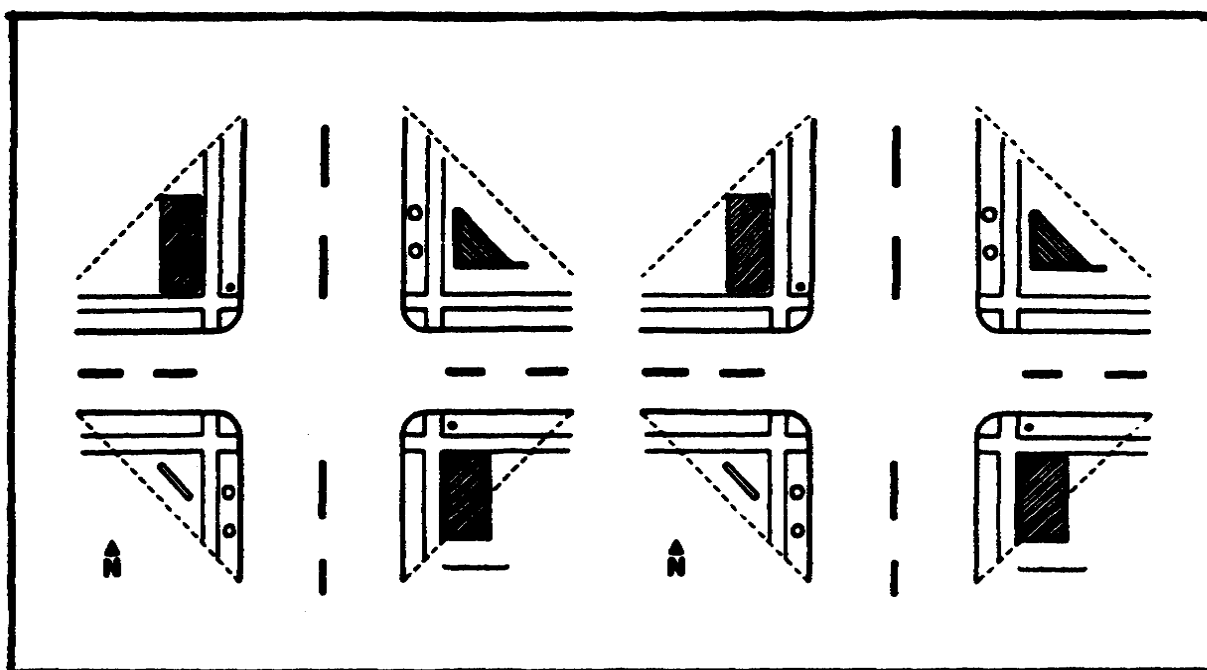


Figure 2-4. Condition Diagram.

A condition diagram is a scale drawing which provides a picture of the physical conditions present at the location under study. From this diagram you can determine--

- o The required visibility distance for the 85th percentile speed on the road.
- o The actual visibility triangle.

NOTE: The 85th percentile is the speed at and above which 15 percent of the vehicles passing a location were traveling. This is determined by a speed study of the location.

A rough sketch of the location should be made at the scene and later transferred to an 8.5 x 11 inch sheet of paper.

A scale of 30 to 40 feet per inch should be used. Observations and measurements should include--

- o Curbs.
- o Roadway limits.
- o Property lines.
- o Sidewalks.
- o Driveways.

- o View obstructions on corners.
- o Physical obstructions on roadway.
- o Ditches.
- o Bridges.
- o Traffic signals.
- o Signs.
- o Pavement marking.
- o Street lights.
- o Grades.
- o Road surface.
- o Type of adjacent property.
- o Irregularities such as potholes and dips.

Condition diagrams may indicate obstructed view as a contributory cause of accidents. A driver proceeding at normal speed on one street should be able to see another vehicle approaching at normal speed from an intersecting street. Obstructions reduce this visibility.

A driver should have the time and visibility to react and brake a vehicle.

Any obstructions increase the stopping distance. In the same condition diagram above, the dotted lines represent the required visibility triangle; the shaded portions show the actual visibility triangle.

A condition diagram can be made in conjunction with a field observation of the accident location. Reenactment of a collision can be made. The field observation should be made under the same weather and light conditions indicated during most of the traffic accidents.

#### 4. Analyzing and Summarizing.

Facts gathered from accident studies should be presented in terms which are understandable and meaningful. This will help justify any recommendations made.

The repetitive principle of collisions suggests that if certain conditions influence driver, vehicle, roadway, or control, an accident may occur. In other words, past performance is used to predict future events.

Studies have shown an inverse relationship between violations, citations, and accidents. As proper traffic citations increase, accidents decrease. A useful tool in showing this is the enforcement index (EI). This is the ratio of all moving traffic violations divided by the number of accidents. This index is then used to show fluctuations by day, week, or month, and enable adjustments to enforcement programs.

#### 5. Recommendations.

After your study is completed, recommendations for improvements should be made. Recommendations may include--

- o Increased vehicle inspection standards.

- o Safety programs.
- o Education programs.
- o Changes in MP operational procedures.

The information derived from traffic studies is important to various staff offices and to the public. A traffic enforcement bulletin may be used to communicate this information to MPs. This bulletin should list locations having the greatest hazards, causes, and times of accidents.

## 6. Summary

In this part we discussed collection and analysis of traffic data. You know the various types of traffic studies which provide this information and how to use the information to enforce traffic laws and prevent accidents. Use this data to plan traffic patrols.

Special emphasis was placed on the traffic accident study. You should now be able to use the data from these studies to determine the areas of accident construct and use the maps and diagrams which make the data from traffic studies meaningful.

## PART B - PLAN THE PATROL AREAS FOR THE TRAFFIC LAW ENFORCEMENT SECTION

### 1. Personnel Assets.

To determine the personnel you are authorized, check your installation's TDA and TOE. These tables contain listings of the personnel you should have, not the personnel you have. In order to determine your personnel assets, you need to know the actual number of persons assigned to the traffic law enforcement section. Then you make allowances for leave, TDY, and illness before you design your patrol shifts and personnel assignments. Shift design was discussed in Lesson 1.

Military police assets must be available when and where needed. This principle of selective enforcement applies to traffic enforcement problems as well. Historical data and its uses will be discussed later in this lesson. Another criterion of planning personnel assets is that squad and platoon integrity should be maintained under the same supervisory personnel.

### 2. Assigning Patrol Areas.

When traffic enforcement patrol areas are designed, there are several factors to consider. The geographical size of a patrol area depends on traffic related history and physical history.

The traffic history of an area will be found in the various traffic related studies we discussed in Part A. These studies are not one-time events. The studies should be reviewed and updated on a regular basis.

Where traffic volume is high, or where traffic related incidents are frequent, smaller patrol areas are indicated. Reference previous studies or conduct new studies such as--

- o Origin-destination studies.
- o Motor vehicle volume studies.
- o Roadway capacity studies.
- o Accident reports studies.

Implement selective enforcement in areas experiencing excessive traffic related incidents. This may be done by using established patrols in the area. If sufficient personnel exist, use a supplemental patrol whose principle function is selective enforcement in the identified area. AR 190-5 states, "Selective and preventive enforcement practices will be employed whenever practicable." Preventive enforcement is designed to deter traffic violations and reduce accidents. Selective enforcement defines traffic problems in terms of--

- o High frequency violation and accident locations.
- o Areas of congestion during selected time periods.
- o Applying enforcement measures to accident causing violations and conditions.

In short, selective enforcement means putting personnel where they are needed most and will be most effective. This is determined by past experience. The purpose is to prevent future violations and accidents. Patrols are assigned duties by time and place in proportion to violations and traffic accidents. Efforts are directed to reduce violations and accidents by the presence and activities of MP patrols.

In addition to routine and supplemental selective enforcement patrols, there will be special requirements from time to time. These requirements include special events, roadblocks, and detours.

### 3. Special Events.

Special events often generate heavy traffic volume. Traffic control is possible with planning based on the following:

- o Routes to the event should be direct.
- o Main routes should terminate at parking areas.
- o Special routes should be marked for emergency vehicles and operators should be briefed on these routes.
- o A special traffic plan should be publicized through installation bulletins and leaflets.
- o Normal traffic should be detoured around the area.
- o Maps, traffic-control points, and route designators should be used to handle the traffic flow effectively.
- o Speed zones should be set to safely handle traffic. (Reasonable speed limits encourage driver compliance.)

#### 4. Roadblocks.

Roadblocks are used to seal off areas in which a crime has been committed or to apprehend violators. They are also used to seal off access to roads. This is often necessary when special events such as parades and training demonstrations are taking place.

#### 5. Detours.

Traffic control at detour or construction sites may be required to avoid motorist confusion and congestion. Operations are the same as for a defile operation in a tactical environment. Normally, the organization doing the work at a site will provide its own control personnel. MPs advise and assist them, particularly during periods of heavy traffic.

When operating a detour, use the following guidelines:

- o Route traffic to the right side of the road when possible.
- o Separate heavy traffic such as trucks from passenger cars if the roadnet is limited or if bridges are restricted.
- o Reduce speed limits.
- o Supervise traffic flow to prevent the tendency of drivers to bunch up, which often causes rear end collisions.
- o Identify and mark alternate and bypass routes well in advance so vehicle operators can avoid the detour area.
- o Use one-way traffic if no bypass is possible.

#### 6. Summary.

We have discussed planning the patrol areas for traffic law enforcement. This discussion included--

- o Personnel assets.
- o Geographical size of patrol areas.
- o The relationship of historical data to the decision-making process.

Selective enforcement in a traffic law enforcement context was also discussed. Much of the discussion on patrols was presented in earlier lessons and recapped in this lesson.

Special requirements applicable to the traffic section were determined. These included special events, roadblocks, and detours.

## LESSON 2

### PRACTICE EXERCISE

#### Introduction

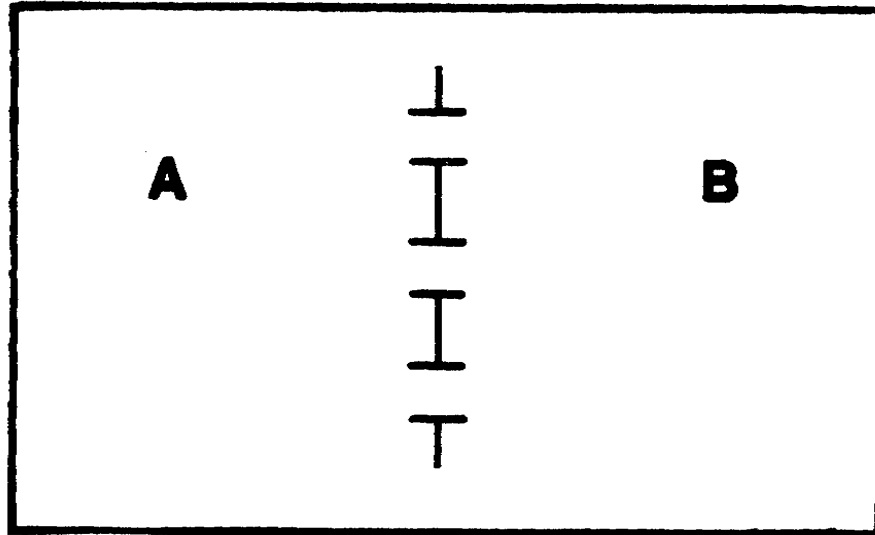
This practice exercise is provided to permit you to evaluate your retention and comprehension of the material covered in Lesson 2 of this subcourse. The scoring guide for this practical exercise is provided in the practice exercise feedback section following this section.

#### General Situation

You are assigned as the operation officer of a provost marshal's office. You are responsible for planning the employment of traffic law enforcement personnel assets. Citation data and traffic accident data needed in preparing this plan are available. All necessary equipment, personnel, and authority are also available.

1. In determining the conditions that existed at the time of each accident that occurred at a specific location, which of the following will provide the most complete data?
  - A. Conditions diagram of the location.
  - B. Spot map with color-coded pins.
  - C. DA Form 3946, MP Traffic Accident Report.
  - D. DA Form 1805, MP Traffic Violation Report.
2. The data from the spot map and accident location files are analyzed and show an unusually high rate of accidents at the corner of Howitzer Way and Minefield Lane between 0600 and 0800 hours. Which of the following would be the next step in your analysis of this problem?
  - A. Development of a conditions diagram.
  - B. Development of a collision diagram.
  - C. Performance of a traffic control study.
  - D. Performance of a roadway capacity study.
3. You decide to place the assets available for traffic enforcement based on an analysis of past incidents. What principle are you employing?
  - A. The repetitive principle of collisions.
  - B. Selective enforcement.
  - C. Enforcement index.
  - D. None of the above.

4. In determining patrol areas, you consider that the installation is effectively bisected into two areas by a chain-link fence that has only three means of access between the two areas. The accident rate in Sector A is four times that of Sector B during the evening and weekend hours. The rate of Sector B is two times that of Sector A during working hours. Assuming that you have available three shifts of five patrols, which of the following patrol assignments would best fit this situation?



	SECTOR A	SECTOR B
A. Working Hours	1	4
Weekends and Evenings	4	1
B. Working Hours	2	3
Weekends and Evenings	3	2
C. Working Hours	2	3
Weekends and Evenings	4	1
D. Working Hours	2	3
Weekends and Evenings	1	4

5. A special display of Army equipment is being held for the civilians of the surrounding community. This special event will create special traffic enforcement needs. In planning for this event, which of the following must be considered?

- A. Direct routes to the event that terminate at the parking facility for the event.
- B. Special routes established for vehicles.
- C. Allow normal traffic to flow with the special traffic.



## LESSON 2

### PRACTICE EXERCISE

#### ANSWER KEY AND FEEDBACK

<u>Item</u>	<u>Correct Answer and Feedback</u>
1.	C. DA Form 3946, MP Traffic Accident Report. The accident file ... (page 2-7, para c)
2.	B. Development of a collision diagram. When analyzed traffic data ... (page 2-9, para d)
3.	B. Selective Enforcement. Implement selective ... (page 2-14, para 2)
4.	C. Patrols are assigned ... (page 2-14, para 2)
5.	A. Direct routes to the event that terminate at the parking facility ... Routes to the event ... (page 2-14, para 3)

## LESSON 3

### ESTABLISH EMERGENCY TRAFFIC CONTROL PROCEDURES

Critical Task: 03.3765.00-5500

#### OVERVIEW

##### LESSON DESCRIPTION:

In this lesson you will learn to establish emergency traffic control procedures.

##### TERMINAL LEARNING OBJECTIVE:

- ACTION: Establish emergency traffic control procedures.
- CONDITION: You will have this subcourse, paper and pencil.
- STANDARD: To demonstrate competency of this task you must achieve a minimum passing score of 70 percent on the subcourse examination.
- REFERENCES: The material contained in this lesson was derived from the following publications: AR 19-25, AR 190-5, AR 190-10, and AR 385-55.

#### INTRODUCTION

Traffic accidents are extremely confusing events. Factors which the military police must determine are--

- o Who or what causes accidents.
- o Why accidents occur.

In the following discussion, you will see who is involved in accident investigations and how accident scenes should be handled.

#### PART A - IDENTIFY THE PERSONNEL AND AGENCIES THAT PLAY A ROLE IN TRAFFIC INVESTIGATIONS

##### 1. Agencies and Personnel Involved in Traffic Investigations.

The provost marshal is the principal staff officer concerned with traffic accidents. His or her other responsibilities include--

- o Advising the commander on plans, policies, and procedures. Also advising the commander on the equipment necessary for accident investigation, reporting, and safety.
- o Preparing, coordinating, and implementing traffic accident investigation, reporting, safety, control, and information programs.
- o Maintaining up-to-date statistics on accident and enforcement programs with the aim of improving safety and reducing the number of traffic accidents.
- o Coordinating the desired safety programs with the installation safety office, information office, and schools.

## 2. Traffic Accident Investigation Teams are Provided For in TOE 19-510H.

- a. These teams consist of:
  - o One MP supervisor (E5, 95B20, ASI Q9).
  - o One senior MP (E4, 95B10, ASI Q9).
- b. Their duties include the following:
  - o Conduct traffic accident investigations.
  - o Complete reports.
  - o Enforce traffic regulations, rules, and orders.
  - o Develop recommendations to reduce traffic accidents and promote safety.
  - o Provide the provost marshal and commanders with the necessary information to take action against traffic offenders..
- c. The MP operations section will perform the following functions:
  - o Supervise the overall traffic accident investigation programs.
  - o Recommend to the provost marshal--
    - Procedures for gathering traffic information.
    - Requirements for training.
    - Plans for traffic control and circulation.
  - o Review reports for completeness and correctness.
  - o Coordinate safety and prevention programs with other agencies and offices.
  - o Inform personnel of changes in--
    - Speed limits.
    - Traffic control devices.
    - Traffic flow.
    - Other traffic information.
- d. The desk sergeant will receive reports of traffic accidents and incidents and will dispatch investigators when necessary. He or she also ensures the correctness of completed forms and ensures that appropriate entries are made on records such as the blotter and radio log at the MP desk.

e. The patrol supervisor will proceed to the scene of traffic accidents and ensure necessary traffic control is established. He or she also assists the investigation team and provides supervision to patrol members.

f. Other agencies and persons who may be involved in traffic investigations include the following:

- o Safety office.
- o Post engineer.
- o Drug and alcohol office.
- o Staff judge advocate.

### 3. Summary

In this part you have been introduced to the MP jobs involved in traffic accident investigations. You will need to identify these positions and describe their role in investigations. You will also need to identify the other agencies which may become involved in traffic accident investigations.

## PART B - MANAGE THE SCENE OF A TRAFFIC EMERGENCY

### 1. Initial Steps.

Prompt arrival at the scene of an accident is essential. Safety, however, should be emphasized at all times. Speed limits apply to all vehicles including emergency vehicles. The speed limit should not be exceeded unless local policy permits and the situation warrants it. While en route, the MP should maintain contact with the MP desk. The MP should also be on the lookout for suspicious or damaged vehicles fleeing the general area.

The patrol should obtain as much preliminary information as possible on the accident while en route to the scene. This information includes--

- o Location.
- o Time of notification.
- o Who notified the patrol and how.
- o Weather and visibility conditions.
- o General information on the seriousness of the accident. This information includes if injuries are present, if the accident was a hit and run, and the amount of traffic congestion at the scene.
- o Whether or not additional support such as a wrecker, an ambulance, and additional MP patrols are on the way to the scene.

By obtaining such information prior to arrival at the scene, the investigators may quickly and efficiently respond to the situation.

### 2. Arrival at the Scene.

Upon arrival at the scene, the MPs should properly locate the vehicle. The MP vehicle should not cause further traffic congestion. However, if necessary, the vehicle may be used as a roadblock. At night it should be parked so the

headlights illuminate the entire scene. Emergency lights should be on day or night to warn approaching motorists of the hazard. The next step is to care for the injured and protect property. The investigators should--

- o Determine the extent of injuries, if any.
- o Render first aid, if necessary.
- o Request medical assistance, if necessary.

Severely injured persons should not be moved except to preserve their safety. The position of all victims should be noted for report purposes and, if on the road, the positions should be outlined in chalk. Final determination of death is made by a doctor.

After caring for the injured, the scene should be secured to protect property and preserve evidence. Personal property of accident victims must be protected. In case of accidents involving fatalities or felonies, the desk sergeant should be notified to alert the duty CID special agent. Any classified documents found at the scene should be safeguarded and reported to the unit or nearest military intelligence officer.

### 3. Traffic Control.

Additional support personnel should be requested if needed. These personnel include--

- o Facility engineers for fire trucks and portable lighting and repair of power lines, roads, and waterpipes.
- o Signal personnel for telephone repair and photography.
- o Medical personnel for an ambulance and special medical equipment.
- o Civilian police if accident is within their jurisdiction.

Next, establish traffic control. Traffic control is essential at an accident scene to prevent further accidents or injuries. Request additional MP support if necessary. Under certain conditions it may be necessary to establish control procedures prior to aiding the injured to prevent further injuries. Rerouting vehicles around the accident scene is the most common procedure used. Military personnel at the scene may be used to help control traffic or perform other duties if necessary. All other spectators or unnecessary persons should be cleared from the accident area.

The decision to move a vehicle from its final position must often be made by the MP patrol arriving at the scene. When a vehicle is to be moved, the positions of the wheels should be marked on the ground so the vehicle can be relocated for investigative purposes. A vehicle must be moved immediately--

- o When an injured person is trapped in the wreckage and cannot be treated there.
- o When a person is trapped in wreckage near burning material or near an area of potential fire.

- o When the vehicle is an immediate hazard to oncoming traffic and traffic control cannot be established.

#### 4. Summary.

In this part you have been introduced to the procedures to follow en route to and at an accident scene. These procedures should be incorporated into the procedures you establish as operations officer. Topics covered included--

- o Gathering preliminary information.
- o Positioning the MP vehicle upon arrival at the scene.
- o Caring for the injured.
- o Securing property.
- o Establishing traffic control.

Conditions dictating the necessity to move involved vehicles from their positions were also addressed.

## LESSON 3

### PRACTICE EXERCISE

#### Introduction

This practice exercise is designed to allow you to test your understanding of the previously presented material prior to taking the examination. After completing the questions, go to the practice exercise feedback section that follows to evaluate your performance. On those questions that you have answered wrong, go back and review the applicable material.

#### General Situation

You are the provost marshal operations officer. One of your responsibilities is to ensure the proper handling of emergency traffic situations. An accident has occurred at an intersection on the installation. The driver and passenger of one vehicle have been injured while the single occupant of the other vehicle is uninjured. Both vehicles are in the middle of the intersection, presenting a serious blockage for traffic on both of the intersecting streets. A patrol has been dispatched to the scene.

1. The responsibilities for action in an emergency situation are shared among several persons and agencies. Which of the following actions is the responsibility of the operations officer?
  - A. Proceed to the scene and ensure traffic control is established.
  - B. Supervise the accident investigation.
  - C. Dispatch investigators.
2. During an emergency situation, the desk sergeant will perform which of the following actions?
  - A. Proceed to the scene and ensure traffic control is established.
  - B. Supervise the accident investigation.
  - C. Dispatch investigators.
3. During an emergency situation, the patrol supervisor will perform which of the following actions?
  - A. Establish traffic control.
  - B. Supervise the accident investigation.
  - C. Dispatch investigators.
4. While en route to the scene of a traffic emergency, the patrol crew should attempt to obtain which of the following pieces of information?
  - A. Who was at fault.
  - B. Historical information about that intersection.
  - C. General information on the accident.

5. Upon arrival at the scene of the accident, the MP should locate his or her vehicle in the following manner:

- A. So it will prohibit further traffic from entering the scene.
- B. So emergency equipment is easily accessible.
- C. So emergency lights will warn oncoming traffic.
- D. So seriously injured people can be placed in the vehicle.

6. After caring for injured persons and protecting accident victims' property, the responding MP should then:

- A. Call additional support personnel, such as powerline repairmen.
- B. Establish traffic control around the accident scene.
- C. Notify the desk sergeant of the status at the scene.
- D. Mark the vehicle tires and move the disabled vehicle.



LESSON 3  
PRACTICE EXERCISE  
ANSWER KEY AND FEEDBACK

<u>Item</u>		<u>Correct Answer and Feedback</u>
1.	B.	Supervise the accident investigation. Supervise the overall ... (page 3-2, para 2c)
2.	C.	Dispatch investigators. The desk sergeant will ... (page 3-2, para 2d)
3.	A.	Establish traffic control. The patrol supervisor will ... (page 3-3, para 2e)
4.	C.	General information on the accident. The patrol should obtain ... (page 3-3, para 1)
5.	C.	So emergency lights will warn oncoming traffic. Emergency lights should ... (page 3-4, para 2)
6.	B.	Establish traffic control around the accident scene. Next establish ... (page 3-4, para 3)

APPENDIX A  
CRIME AND LAW ENFORCEMENT ACTIVITIES REPORTING

**Chapter 6  
Crime and Law Enforcement  
Activities Reporting**

**6-1. General**

a. This chapter prescribes policies and procedures for the coordination and standardization of crime statistics reporting within the Department of the Army (DA). Crime statistical reports and trends provided to and within HQDA agencies and activities and those released outside DA must be fully coordinated; they must reflect uniformity in terminology, methods of presentation, and statistical portrayal to preclude misinterpretation of information.

b. Except as specified in c below, any report containing crime data or statistics addressed to the Secretary of the Army, Chief of Staff of the Army, or Vice Chief of Staff of the Army will be coordinated and cleared with ODCSOPS (DAMO-ODL). Also, correspondence and reports indicated below will be coordinated with ODCSOPS (DAMO-ODL) prior to release to any agency, activity, or individual.

(1) Any document developed by HQDA Staff Agencies addressing crime-related data.

(2) Any report prepared by Army commands concerning crime data related to the Army as a whole.

c. HQDA Staff Agencies and Army commands authorized or required by regulation to conduct independent investigations, audits, analyses, or inquiries need not coordinate reported information with ODCSOPS (DAMO-ODL) unless that information contains crime data for the Army as a whole. For example, reports submitted by USACIDC containing only USACIDC investigative data need not be coordinated with ODCSOPS.

**6-2. Crime data reporting**

a. Crime data reports are prepared by HQDA (DAMO-ODL) to serve as indicators of discipline in the Army. These reports will be developed, as required, for authorized use by HQDA or for authorized release outside DA. To preclude attempts to compare MACOMs, HQDA (DAMO-ODL) will publish only consolidated reports. Data submitted by MACOMs will be compiled into three major categories—crime statistics for all units within the continental United States (CONUS), for all units outside the continental United States (OCONUS), and an Army-wide total. Thus, HQDA (DAMO-ODL) reports will generally reflect crime data under the headings of "CONUS,"

"OCONUS," and "Army-wide," but not by MACOM. Because of the many organizational, functional, and environmental dissimilarities, comparison of MACOMs using crime statistics is not condoned by HQDA (DAMO-ODL).

b. The intent of crime data reporting is to develop indicators of discipline in the Army. Discipline in the Army relates to crimes committed by members of the Army, including members of the USAR and ARNGUS when in a 10 USC Federal duty status. Army crime rates do not include crimes committed by family members, civilian employees, contract employees, members of other Services, or other persons. These data are compiled by HQDA (DAMO-ODL), but are not included in Army crime rates.

c. Quarterly, semiannual, and annual crime statistics compiled by HQDA on or off post during the FY quarter, multiplied by 1000. A founded offense is an offense adequately substantiated by police investigation as a violation of the UCMJ, U.S. code, State and local codes, foreign law, international law or treaty, regulation, or other competent policy. The determination that an offense is founded is a law enforcement decision based on probable cause supported by corroborating evidence and is not dependent on final adjudication. The number of founded offenses is obtained from columns b and c of the quarterly Law Enforcement and Discipline Report submitted to HQDA (DAMO-ODL) by the MACOMs.

(2) *Denominator.* Average Army population (Active Army and RC on Federal active duty) for the FY quarter. This average will be determined in HQDA (DAMO-ODL) computations by combining and averaging the CONUS, OCONUS, and Army-wide totals. RC figures will include all members of the USAR and ARNGUS on Federal duty status under 10 USC. Members of the RC not in a 10 USC Federal duty status will not be included in this total; these persons will be reported as civilians.

e. A rate per 1000 will not be computed for crimes involving persons other than soldiers, such as family members, civilian employees, contract employees, members of other Services, or other persons. When reported by HQDA (DAMO-ODL), these data will be expressed as a specific number

of founded offenses by category, based on statistics provided by MACOMs.

**6-3. Law Enforcement and Discipline Report (RCS: CSGPA-1353)**

a. DA Form 2819 is the base document for reporting Army crime data. (See fig 6-1 for a sample of a completed DA Form 2819.) Use of this form by MACOMs and installations will standardize statistical data records and reports throughout the Army.

b. Reporting agencies will submit DA Form 2819 quarterly, not later than 30 days following the FY quarter, to the Commander, U.S. Army Military Police Operations Agency (USAMPOA), ATTN: MOMP-O, 5611 Columbia Pike, Falls Church, Virginia 22041-5014. USAMPOA will serve as the action office for crime data compiled and released by ODCSOPS (DAMO-ODL).

**6-4. Reporting agencies**

Except as specified in e below, a consolidated DA Form 2819 will be submitted to HQDA (DAMO-ODL) by each MACOM, based on reports received from subordinate installations.

a. CONUS installations will report all founded offenses within their "supporting" jurisdiction as defined by AR 5-9. Reports will include offenses at RC centers involving USAR or ARNGUS personnel on Federal duty status under 10 USC or when the U.S. Government is the victim.

b. OCONUS installations will report all founded offenses within their geographical (DAMO-ODL) will be recorded and reported by fiscal year (FY).

d. For ease of use and understanding, Army crime data (crimes committed by members of the Army) will be reported by HQDA (DAMO-ODL) as a rate per 1000. This rate per 1000 will be computed as follows, based on the specific number of founded offenses reported by MACOMs:

$$\frac{\text{Number of founded offenses during the FY quarter} \times 1000}{\text{Average Army population for the FY quarter}}$$

(1) *Numerator.* Number of founded offenses committed by members of the Army area of responsibility as defined in applicable MACOM regulations.

c. Founded offenses pertaining to hospitals, medical centers, and other tenant units and activities will be included in the DA Form 2819 submitted by the installation provost marshal. This applies to CONUS and OCONUS installations.

d. Crime data for Alaska will be submitted to U.S. Forces Command (FORSCOM) and consolidated in the FORSCOM DA Form 2819. At HQDA, data for Alaska will be included in the CONUS total.

e. The United States Military Academy (USMA) will submit the DA Form 2819 directly to USAMPOA.

f. USACIDC will not prepare or submit a DA Form 2819, but will ensure that subordinate field agencies provide all reportable data to the supported installation provost marshal.